



## MANDATORY PRIVATE SANITARY SEWER LATERAL INSPECTION PROGRAM

Date

Sample Notice To Repair

**Main Offices**

630 Garden Street  
P.O. Box 1990  
Santa Barbara, CA  
93102-1990

**Administration**

Tel: 805.564.5377  
Fax: 805.897.2613

**Engineering**

Tel: 805.564.5363  
Fax: 805.564.5467

**Facilities**

Tel: 805.564.5415  
Fax: 805.897.2577

**Street Maintenance**

Tel: 805.564.5413  
Fax: 805.897.1991

**Transportation Operations**

**Transportation Planning**

Tel: 805.564.5385  
Fax: 805.564.5467

**Water Resources**

Tel: 805.564.5413  
Fax: 805.897.1991

**Water Supply Mgmt.**

Tel: 805.564.5460  
Fax: 805.897.2613

**Downtown Parking**

1115 Anacapa Street  
Santa Barbara, CA  
93101  
Tel: 805.963.1581  
Fax: 805.963.1542

Mr./Ms.  
Street address  
Santa Barbara, CA 93

**SUBJECT: NOTICE TO REPAIR SEWER LATERAL  
SITUS ADDRESS  
APN: 000-000-000**

Dear :

The purpose of this letter is to inform you, as the owner of the subject address, located at (Situs Address) that your sewer lateral is in need of repair or replacement.

On (Date), the Public Works Department received your submission of the Closed Circuit Television (CCTV) inspection report and videotape of your Sewer Lateral. Wastewater Collection staff reviewed the documents and found defects as noted on the attached inspection report.

The Santa Barbara Municipal Code requires that sewer laterals must be in good working order. You are hereby directed to:

- (Sample - Contact a licensed plumbing/drain cleaning company to repair and/or replace a deteriorated section of your Sewer Lateral plumbing system.)

In addition, it is advised that you:

- (Sample - Institute a periodic preventive maintenance cleaning program to prevent future root intrusion into your Sewer Lateral.)

All necessary repair work must be completed by (Date).

Please note that certain repairs, if needed, require a permit. Permits can be obtained at the Building Department, located at 630 Garden Street, between the hours of 8:30 a.m. and 4:30 p.m. (closed 12:00 p.m. to 1:00 p.m.), Monday through Friday. Please contact a licensed plumbing company for further information regarding required permits.

**Please contact Mr. Alex Alonzo, Wastewater Collection System Project Coordinator, at (805) 568-1026, when you have completed the required repair work and can provide proof that the work has been performed. Please also feel free to contact Mr. Alonzo if you have any questions about the City's sewer maintenance program.**

Thank you in advance for your cooperation to resolve this matter. Protection of the environment by maintaining your private sewer lateral to prevent blockages and sewage spills is a high priority of the City of Santa Barbara.

Sincerely,

Manuel Romero  
Wastewater Collection System Superintendent

MR/avb

cc: David Mc Dermott, Assistant City Attorney  
Rebecca Bjork, Wastewater System Manager  
George Estrella, Chief Building Official  
Street File -